

<b>REPORTS INVENTORY</b>				CONTROL NO. DDS/OF-035					
PREPARE IN DUPLICATE									
1. TITLE OF REPORT (If a fill-in report include Form No.) Monthly Activity Report				2. TYPE OF REPORT	<input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING				
3. FUNCTIONAL AREA	PERSONNEL	LOGISTICS	TRAINING	ADMIN. GENERAL					
			SECURITY	OTHER (specify)					
	MEDICAL		<input checked="" type="checkbox"/> FINANCE						
4. NO. OF COPIES PREPARED 3	5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly			6. DISTRIBUTION (No. of components not number of copies) 1					
7. FORMAT (memorandum, form computer print-out, etc.) Memo and Form		8. ADP PROCESSING <table border="1"> <tr> <td>YES</td> <td>IF YES GIVE ADP PROCESSING NO.</td> </tr> <tr> <td><input checked="" type="checkbox"/> NO</td> <td></td> </tr> </table>		YES	IF YES GIVE ADP PROCESSING NO.	<input checked="" type="checkbox"/> NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT Director of Finance	
YES	IF YES GIVE ADP PROCESSING NO.								
<input checked="" type="checkbox"/> NO									
10. PREPARING COMPONENT (include lowest level contributing information to report) C&L Branches			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)						

**12. COST FACTORS****A. MANUAL PREPARATION AND REVIEW COSTS**

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-07	\$ 4.41		1		\$ 4.41		12		\$ 52.92
GS-12	8.64		1/4		2.10		12		25.20
GS-11	6.49		4		25.96		12		311.52
GS-08	4.74		1/4		1.20		12		14.40
GSF-6	4.68		1/4		1.20		12		14.40
GS-05	3.25		1/2		1.50		12		18.00
GS-13	9.13		1		9.13		12		109.56
GS-12	8.64		2		17.28		12		207.36
<del>XXX COSTS OF COMPUTER PRODUCED REPORTS</del>									
GS-04	2.81		1		2.81		12		33.72
GS-05	3.78		10		37.80		12		453.60
									\$ 1,240.68
TOTAL COSTS PER YEAR									\$1,240.68

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

To furnish management with the work units processed during the month as well as inventory on hand and for personnel utilization.

**14. FUTURE GOALS**

GOAL PROPOSED BY COMPONENT FOR THIS REPORT			ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain)		MAN-HOURS	DOLLARS
<input type="checkbox"/> CHANGE				
<input type="checkbox"/> DISCONTINUE				
16. DATE OF INVENTORY	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/11/13 : CIA-RDP75-00399R000100100039-4			18. EXTENSION